

Town Meeting Coordinating Committee
Meeting of Friday, October 9, 2009
Bangs Community Center, room 101

Attendance: Peggy Roberts, Nonny Burack (departed 6:05), Mary Streeter (arrived 5:40), Carol Gray (arrived 5:24), Harry Brooks, Rob Crouner; absent: Dorwenda Bynum-Lewis

1. Peggy calls the meeting to order at 4:48pm.
2. Minutes of previous meeting: Deferred to end of meeting, at which time Carol moves and Harry seconds that minutes of the October 2 meeting be approved with minor amendments. The motion passes by a vote of 5-0.
3. Ad hoc budget motion committee: Peggy reports that a date for the first ad hoc budget committee meeting has not yet been set, but options have been narrowed.
Peggy reports that she has been formally invited to the next warrant planning meeting, which is scheduled for Wednesday, October 21.
4. Warrant review: Harry confirms that he will bring the timer and two microphones and will rope off the side sections of the auditorium as has been done for previous warrant reviews. Since Harry will be manning the timer during the event, Nonny will convey one of the microphones among audience members. Peggy reports that the League of Women Voters president will open the meeting and then Peggy will introduce the presenters. Rob will coordinate with Planning Department staff about projecting a powerpoint containing maps and other visuals. Peggy distributes a list of zoning district abbreviations compiled by Barbara Francis, which the committee agrees should be included in the second Town Meeting packet and made available at the warrant review. Peggy requests that a standardized evaluation form be produced so that it can be used for any TMCC event, reducing waste. Carol agrees to update the form and deliver it to Harry for copying at Town Hall.
5. Informational forum: Peggy states that the chairs should be arranged in the Town Room as for a Select Board meeting; and there should be a table, podium, and two microphones for the panelists and a portable microphone for the audience. Harry will make the arrangements. Carol will finalize panel details by the end of next week. Publicity is important for a good turnout.
6. Bus tour: Harry and Carol have been working on arrangements for the bus tour, including filming by ACTV. Carol states that in addition to warrant-related stops, there will be at least a couple of "fun" stops including a demonstration of the fire department's new quint at the North Amherst station. Carol will try to create a bus tour map as soon as possible so that Mary can post it on the TMCC webpage before the event.
7. Town Meeting packet: The deadline for submitting materials for the second packet is noon on Monday, October 19.
Mary suggests adding URLs for the zoning primer, the zoning bylaw, and the upcoming articles webpage to the sheet listing zoning district abbreviations. She also suggests adding other common abbreviations such as SP and SPR, but Nonny advises keeping the flyer simple and using a second side of paper if greater detail is desired.

Carol agrees to include childcare and library archive information on the same side of the flyer as that advertising the informational forum so that the zoning materials can be put on the reverse. Rob will collect the flyer prototypes and forward them to Kate Seaman to be included in the packet.

8. Publicity: Carol states that she responded to a complaint posted on the Town Meeting listserv regarding the time conflict between the warrant review and a school redistricting forum. In her message, she suggested that questions could be posted to the list for TMCC members to ask on behalf of those who wouldn't be able to attend the warrant review in person, since the warrant review will be rebroadcast several times on ACTV.

Mary reports that Kris Pacunas has given her authorization to post to the "News and Announcements" section on the homepage of the town website.

9. Photos: Informal discussion.

10. The meeting is adjourned at 6:20pm. The next meeting is scheduled for Friday, October 16, 2009.

Respectfully submitted,
Rob Crowner
Approved October 16, 2009

Documents distributed at the meeting:

1. agenda
2. draft minutes of October 2, 2009
3. list of zoning district abbreviations